



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 N. HARBOR DRIVE  
SAN DIEGO, CA 92132-0058


IN REPLY REFER TO:  
SOPACOMNAVREGSWINST 5400.2 CH-1  
N03HD  
21 NOV 2006

SOPA COMNAVREGSW INSTRUCTION 5400.2 CHANGE TRANSMITTAL 1

From: Commander, Navy Region Southwest

Subj: SOPA SAN DIEGO REGULATIONS

1. Purpose. To transmit change to basic instruction.
2. Action. Replace the original cover sheet with new cover sheet. Incorporate pages X-8 through X-11.

  
M. R. ALLEN  
Chief of Staff

Distribution:  
Electronic only, via CNRSW Directive Web site  
<http://www.cnrsw.navy.mil/Admin/index.htm>



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From: Commander, Navy Region Southwest

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Ref: (a) U.S. Navy Regulations, 1990  
(b) OPNAVINST 3120.32C  
(c) CINCPACFLTINST 5440.3H  
(d) CINCPACFLTINST OPOD 21  
(e) NAVYWIDE OPTASK COMM, 2003 (NWP 16 Series)  
(f) OPNAVINST 5100.19D

1. Purpose. To promulgate Senior Officer Present Afloat (SOPA) Regulations to all ships present San Diego.

2. Cancellation. Replaces SOPASDIEGOINST 5000.1F and SOPASDIEGOINST C5000.2B. Due to numerous changes throughout, paragraph markings have been omitted. Instruction should be read in its entirety.

3. General

a. The authority and responsibilities of the SOPA are derived from references (a) through (f). Nothing in these instructions shall be construed as relieving SOPA of the responsibilities as set forth therein.

b. Nothing contained in these instructions shall be interpreted as curtailing the initiative or limiting the normal authority of any Commanding Officer.

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1009. Fueling and defueling procedures. Protection of the environment and compliance with federal and state environmental regulations is essential. This mandates that ORM be used to prevent spills during all fuel transfer operations. The only acceptable goal is zero spills within San Diego Bay.

a. The preferred means of refueling is underway replenishment prior to returning to port. When inport fueling is required, the Defense Energy Supply Point (DESP) Point Loma should be used. Transfers by YON barge will be conducted for the following:

- (1) Defueling prior to a major maintenance availability.
- (2) Refueling prior to completion of a major maintenance availability.
- (3) For emergency situations, when scheduling of the fuel pier is not possible.

b. To further minimize the risk of inport spills, when refueling by YON, ships will receive no more than 50 percent of maximum capacity to support initial lite-off, testing of main propulsion equipment, and initial underway to refuel to capacity at sea. For defueling, ships shall make every effort to reduce their on board fuel quantity to less than 300K, as more than 300K requires multiple barge operations, complicating scheduling and significantly impacting support to other ships and waterfront requirements.

c. Requesting services

(1) The Naval Base San Diego (NBSD) Fuel Service Officer is responsible for scheduling fuel barge services in the metro San Diego area. Requests for fueling are scheduled on a first-come, first-served basis.

(2) Requirements will be submitted by naval message to requesting unit's ISIC, info Commander, Navy Region Southwest (CNRSW) Port Operations (N32MP) and NBSD. A sample request is provided in para 1009.c.(7) below. Requesting ISIC shall evaluate the request and transmit an endorsement to CNRSW N32MP, info NBSD, supporting the requested transfer and dates. In turn, CNRSW Port Operations will reply with an approval message confirming the product and requested dates.

(3) Requests are due to CNRSW Port Operations a minimum of 10 working days prior to the requested start date to facilitate YON barge, tug, and DESP Point Loma availability/coordination. Scheduling flexibility is reduced significantly if requests are received less than 10 working days out. Coordination by phone is highly encouraged to schedule tentative dates before actually transmitting message request.

(4) Ships are required to arrange their berthing so that receiving fuel stations are outboard. Port Operations will not route hoses up and over, or through interior spaces, to reach inboard fueling stations.

(5) For ships requesting DFM and JP-5, two separate barges will be used for delivery. Requests for less than 20K of JP-5 fuel will be provided by tanker truck. JP-5 requests for less than 20K should be coordinated with DESP Point Loma (553-1314/553-1317).

(6) Although fuel is not chargeable to ship's OPTAR, replenishment must be accounted for by ship's requisition (DD Form 1149).

(a) When fueling, the DD Form 1149 requisition should be faxed to CNRSW Port Operations, Liquid Cargo division (556-9306) a minimum of five working days prior to fueling start date. Receipt of the DD Form 1149 is required before Liquid Cargo can schedule an onload date with DESP Point Loma.

(b) When defueling, the DD Form 1149 requisition should be ready before the barge arrives alongside. The DD Form 1149 must be presented to the YON barge master prior to the transfer of any fuel.

(7) Sample fuel/defuel request message.

FM REQUESTING UNIT  
TO REQUESTING UNIT'S ISIC  
INFO COMNAVREG SW SAN DIEGO CA/N32MP/N32MS/N32M8B/  
NAVBASE SAN DIEGO CA/N00M/  
BT  
UNCLAS  
MSGID/GENADMIN/REQUESTING UNIT/-/MONTH/  
SUBJ/FUELING OR DEFUELING REQUEST/  
REF/A/EMAIL-PHONECON IF APPLICABLE/CNRSW/DATE/  
AMPN/EMAIL-PHONECON (IF APPLICABLE) BETWEEN

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NAME (PORT OPERATIONS) AND REQUESTING UNIT'S  
NAME./

POC/NAME/RANK/TITLE/EMAIL: /TEL:619-556-XXXX/  
RMKS/1. WRT REF A, REQUEST TO OFFLOAD/DEFUEL OR  
ONLOAD/FUEL APPROX 300K F-76 IN PREPARATION FOR  
DPMA. SHIP WILL BE MOORED AT PIER X, NAVAL BASE  
SAN DIEGO, CA./SHIPYARD NAME.

FOL DATES ARE PROVIDED:

PRI: FROM - TO

SEC: FROM - TO/

d. Operations

(1) Liquid Cargo personnel will conduct an on board ship check one working day prior to commencement of fuel transfer. A safety check off sheet will be delivered to ship's engineering personnel. The ship check-off list will consist of the minimum:

(a) Delivery of the safety check-off sheet which must be completed, signed and delivered to the YON barge master upon arrival, prior to commencing fuel transfer.

(b) Alignment for barge placement alongside the ship with Chief Engineer's initial.

(c) Determine, if applicable, what overboard discharges and vents will need inflatable plugs (DDG/CG only) for compensating water collection.

(d) Any interference that may prevent the barge from mooring alongside (scaffolding, APL barges, paint floats, floating cranes, boats, etc.).

(2) Fuel transfers are restricted to weekdays, normal working hours (0800-1600).

(3) Ships must be ready to begin fueling/defueling operations within 30 minutes of YON mooring alongside. Any further delay may result in rescheduling of operations.

(4) Ships are required to have line handlers standing by to secure the YON barge alongside.

e. Equipment

(1) CNRSW Port Operations deploys the following four barges, with product and capacity as noted:

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- (a) YON 91, DFM (F-76), 305K max capacity
- (b) YON 316, DFM (F-76), 355K max capacity
- (c) YON 317, DFM (F-76), 355K max capacity
- (d) YON 280, JP-5 (F-44), 350K max capacity

(2) YON barges use 50ft soft lengths of 6inch hose with 6inch eight-bolt flanges, providing a pumping rate of 1000 GPM. Ships are responsible for providing any necessary flanges and/or reducer fittings.

(3) Compensating water collection

(a) CNRSW Port Operations collects compensating water from CG/DDG class ships. As collection of compensating water slows the fuel pumping rate, ships are recommended to add an additional day to their onload requests. While pumping rates vary from ship to ship, the average rate is 550-600 GPM.

(b) Ships are required to provide a job order number (JON) for compensating water disposition cost to BOWTS.

f. Safety

(1) Per reference (f), the simultaneous loading or discharge of fuel, oil and ammunition or explosives is prohibited. Ships must comply with all applicable safety regulations concerning fuel oil and ammunition handling.

(2) Smoking during fueling/defueling evolutions is strictly prohibited.

(3) All cutting and welding equipment must be secured while conducting fueling/defueling evolutions.

(4) Evolutions are to be conducted only by well trained fueling details under qualified supervision.

(5) Ships shall station a topside watch with communications between transfer stations.